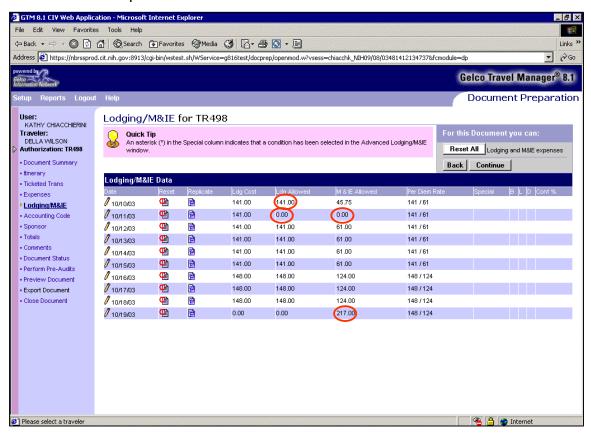
Due to NBS Travel System functionality constraints, in cases where the traveler crosses the INTERNATIONAL DATELINE **and** is attending events in TWO or more locations, a special M&IE adjustment is required for proper reimbursement of these expenses. This requirement applies to both Sponsored and non-Sponsored trips. (No special M&IE adjustment is needed when the traveler is only going to ONE location across the International Dateline.)

M&IE CALCULATION in the NBS TRAVEL SYSTEM

Here is an example of how the NBS Travel System automatically calculates the M&IE expenses in the case of two per diem locations over the International Dateline.



M&IE as Automatically Calculated in the NBS

1st TDY Location

•	1 st Day of Travel	Full Lodging	3/4 M&IE
•	2 nd Day of Travel	No Lodging	No M&IE
•	3 rd Day of Travel	Full Lodging	Full M&IE
•	Remaining Days	Full Lodging	Full M&IE
	at 1 st TDY		

Final TDY Location

· · · · · · · · · · · · · · · · · · ·				
•	Initial Days	Full M&IE	Full M&IE	
•	at Final TDY 2 nd to Last Day	Full Lodging	Full M&IE	
•	Last Day	No Lodging	1 ¾ M&IE	

In the example above, the traveler would be over-reimbursed for their M&IE expenses according to the way the M&IE expenses are automatically calculated by the NBS. In order to adjust the NBS to issue the proper reimbursement, the M&IE information needs to be manually adjusted on the travel document. Since no M&IE adjustments can be made to the 1st, 2nd and last days, the necessary adjustments are made to the other travel days. The remaining pages outline how to make these adjustments in the NBS to assure that proper reimbursement will be issued for the trip.

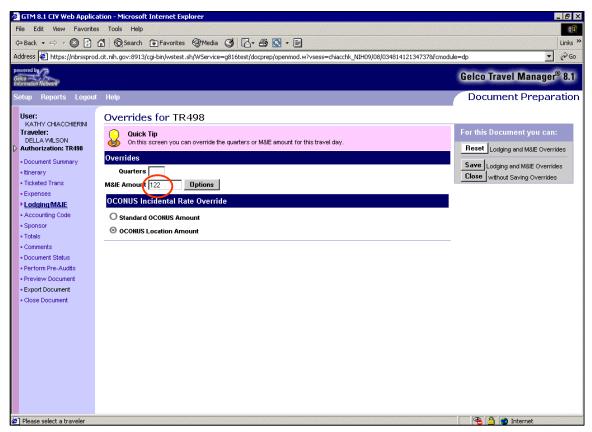
M&IE ADJUSTMENTS REQUIRED

A. Lodging Adjustment

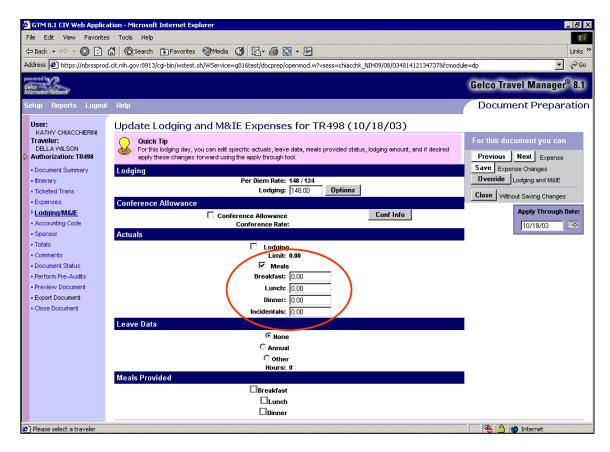
Do not make any special M&IE adjustments to the lodging as displayed. Make edits only in cases where a sponsor is providing In-Kind or Reimbursable service by selecting the correct Payment Method, or when Conference Rates or Actual Expense Authorizations exist.

B. M&IE Adjustment

- 1. Make no adjustments to M&IE for 1st, 2nd and last travel days since these cannot be edited.
- 2. Select the Edit icon (pencil) for the 3rd day of the trip.
- On the Update Lodging and M&IE Expenses screen, select the OVERRIDE Lodging and M&IE button. The Overrides screen appears.

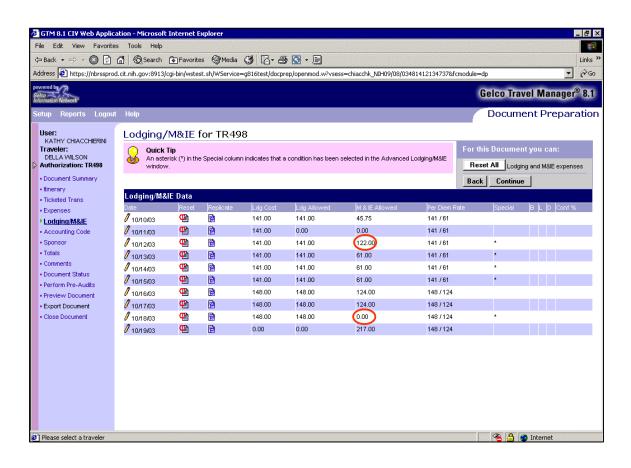


- 4. In the **M&IE Amount** field, add the M&IE amount for the 2nd day to the M&IE amount for the 3rd day (for example, if the M&IE for the 2nd and 3rd day was calculated as 61 the new override amount would be 122). This corrects for the missing M&IE on the 2nd day of the trip.
- 5. In the Overrides screen, select the **SAVE Lodging and M&IE Overrides** button.
- 6. From the Update Lodging and M&IE Expenses screen that appears, select the **SAVE Expense Changes** button. You will be returned to the Lodging/M&IE screen.



- 7. Select the Edit icon (pencil) for the 2nd to Last Day of the trip.
- 8. In the Actuals section, click in the box by **Meals**. A Checkmark will appear in the box and the meals and incidentals will be listed with a value of \$0 for each. This corrects for the inaccurate M&IE calculation on the last day of the trip.
- 9. Select the **SAVE Expense Changes** button. Meals will be zeroed out for that day.

With these special M&IE adjustments made, the traveler will be properly reimbursed for their M&IE expenses. The screen shot and table on the next page illustrate the final distribution of the M&IE in this example after the adjustments have been made.



1 st TDY Location		M&IE as Automatically Calculated in the NBS	Distribution of M&IE After Adjustments				
 1st Day of Travel 2nd Day of Travel 3rd Day of Travel Remaining Days at 1st TDY 	Full Lodging No Lodging Full Lodging Full Lodging	34 M&IE No M&IE Full M&IE Full M&IE	³ / ₄ M&IE No M&IE Sum of 2 nd & 3 rd day M&IE Full M&IE				
Final TDY Location							
 Initial Days at Final TDY 	Full M&IE	Full M&IE	Full M&IE				
2nd to Last DayLast Day	Full Lodging No Lodging	Full M&IE 1 ½ M&IE	No M&IE 1 ¾ M&IE				